

5 NOVEMBER 1998



Real Property Management

***BUILDING MANAGER ASSIGNMENT AND
RESPONSIBILITIES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This regulation explains the procedures for assignment of building managers for base buildings facilities, outlines manager responsibilities and the requirement for training. This applies to all assigned, attached, or tenant units and special activities except categories of family housing facilities as specified AFI 32-9005.

SUMMARY OF REVISIONS

Organizational changes made. Office of primary responsibility changed from Real Property to Customer Service.

1. Policy .

1.1. Assignment. The unit commander or chief of the major base element (Comptroller, Personnel, etc.) will designate a primary and alternate building manager for each building/facility assigned. A building occupied or used by more than one organization is assigned to the major space user, who will appoint the manager. This does not preclude the manager from further delegating responsibilities to joint users for their areas. However, the overall responsibility belongs to the primary building manager.

1.1.1. Only officers, NCOs, or civilians with sufficient authority and abilities to perform the responsibilities outlined in paragraph 2. below, will be designated as building managers. The alternate will act as the primary in the absence of that individual. Newly appointed building managers will have no less than 180 days retainability in the organization. When practical, building managers should be performing their primary duty assignment in the building for which they are managers.

1.1.2. The unit commander/chief will provide an initial appointment letter to 43d Civil Engineer Customer Service (CEOEC) (see attachment) 10 days or more prior to a change in managers. The

letter must include: building number(s), primary and alternate building managers complete name, rank, office symbol, duty and home phone numbers. AFI 37-132 requires a privacy act statement when personal data is obtained from individuals assigned. If data is taken from existing records, a privacy act statement is not required. When changes occur to building manager's data, send a letter to 43 CES/CEOEC upon receipt of the change.

1.1.3. 43 CES/CEOEC will schedule building managers for initial and refresher training.

2. General. The building manager is the single point of contact for all matters pertaining to the operation and maintenance of the assigned building facility. It is imperative that responsible individuals are assigned as building managers and that timely notice of changes are provided to 43 CES/CEOEC. Building manager data is used by the Civil Engineer Operations Flight on a routine basis and by Security Forces and Fire Department personnel responding to emergencies. Each building manager will maintain a copy of this instruction.

3. Building Manager Responsibilities . As a minimum, building managers will:

3.1. Establish a Building Manager's Record Folder IAW PAFBI 32-112. The following should be in the Building Manager's Record Folder:

3.1.1. AFI 32-9005, *Real Property Accountability and Reporting* and all comparable base regulations.

3.1.2. PAFBI 32-112, Building Manager's Handbook.

3.1.3. Building Manager's Log (attachment 2 in PAFBI 32-112).

3.1.4. Key Control Register (attachment 5 of PAFBI 32-112).

3.1.5. Copies of all active AF Form 332, **Work Order Request** and PAFB VA 87-1.

3.1.6. Key phone numbers (attachment in PAFBI 32-112).

3.1.7. Sign for and be responsible for all keys to the building(s) or facilities. This includes redistribution of keys to other users or occupants as directed by organizational commander, and obtaining replacement keys. Building managers request keys by submitting an AF Form 332 for other than normal wear and tear. Replacement keys will be the monetary responsibility of the individual to whom the keys were issued. A building manager, together with the person needing the key(s), submits an AF Form 332, to include the name and signature of the person responsible in block 8 and a complete explanation for the replacement action in block 9. All keys must be accounted for at all times and returned to the building manager when the holder resigns or is reassigned. Personnel going on extended leave or temporary duty TDY assignment for over 30 days should return keys to their first sergeant who returns them to the building manager for safekeeping.

3.2. Publish unit guidelines for opening/closing the building during and after normal duty hours. This is to include security measures in the guidelines as needed.

3.3. Brief the occupants or users of the building on their collective responsibilities for care, custody, and protection of the property including their responsibility for loss or damage in excess of fair wear and tear, unless it is the result of acts beyond their control.

3.4. Utility Management. Building managers are the key to effective energy conservation programs and must function as energy conservation monitors. With the support of unit commanders, they can

ensure the personnel using their building do not waste utilities. As part of energy conservation, the building manager will establish procedures to ensure interior and exterior lights are turned off and the facility is secured when it is unoccupied. Make sure only a minimum of facility lights are on during “evening activities” and that entrance lights and other outside lights are turned off during the day.

3.5. Maintain the following during the **heating season**:

3.5.1. The comfort of building occupants shall be paramount in determining temperature range except where specialty equipment or health concerns must be met. In the cases where internal decisions or conflicts exist between building occupants, squadron commanders shall decide temperature settings. Building occupants are encouraged to consider the benefits of energy conservation in determining facility temperature settings.

3.6. Initiate service calls to the Civil Engineer Service Call Desk when heating, ventilating, and air conditioning does not meet temperature requirements.

3.7. Conduct monthly inspections of the assigned building or facility and its installed equipment with particular attention to doors, windows, glass, lights, plumbing, heating, ventilation, and air conditioning equipment to determine the condition of the property. When maintenance or repair is needed, submit an AF Form 332 to Civil Engineer Customer Service Unit.

3.8. Establish a daily inspection/cleanup of the grounds adjacent to the building facility. Grounds appearance is a very important part of presenting a professional image to both unit members and guests.

3.9. Plan and execute interior/exterior unit work details on Pope Pride Days. Items to be accomplished include maintenance of landscaping, removal of debris, cleanup of walls and carpets, and other items you require. The building manager is also responsible for acquiring tools needed for landscape work.

3.10. Follow-up on all discrepancies and irregularities that are noted during Fire Safety Inspections to ensure corrective action is completed. Submit an AF Form 332 to the Civil Engineer Service Unit if Civil Engineer support is required to correct the deficiency.

3.11. Assure compliance with fire prevention duties and responsibilities of facility managers, as defined in AFP 87-8, this regulation, and AFI 32-2001, which specifies fire prevention inspection requirements.

3.12. Ensure that assigned space is used as approved by the installation Facilities Board (FB). Report all vacant space to the Real Property Accountable Officer. Where possible, cut off or minimize lighting, heating, and cooling for areas not occupied.

3.13. Review AF Form 332 initiated by occupants/users of the facility and transmit with appropriate recommendation, to the organization commander/chief.

3.14. Ensure building/facility occupants/users do not tamper with, or attempt to replace, repair, or adjust electronic equipment, including fuses and thermostats, heating and ventilating equipment (such as radiators, registers, vents, and blowers).

3.15. Ensure building/facility occupants/users do not alter permanent fixtures (such as plumbing, heating, lighting, air conditioning, real property installed equipment, and other related apparatus).

3.16. Notify the Civil Engineer Service Call Desk immediately when emergencies occur. Describe the problem and possible course of action to minimize damage or loss of property. Managers must be familiar with the operation of utility controls so that may be shut off in case of emergency.

3.17. Inspect custodial services work daily or as frequently as service is provided and report unsatisfactory performance to Base Civil Engineer Quality Assurance Personnel (ext.4-1371) as soon as possible. Base Civil Engineer can provide to each building manager, as requested, a list of tasks and frequencies of cleaning and areas to be cleaned. The custodial service contract is contractually monitored by "Customer Complaints" from the 43d Civil Engineer Squadron. Every building manager having these services should be thoroughly familiar with the contract specifications. Knowing contractor's specifications will provide enough information to effectively inspect the custodial services. When there is a discrepancy or complaint, the building manager must prepare an AF Form 714, Customer Complaint Record and contact Base Civil Engineer (ext 4-1371).

3.18. Ensure dumpster enclosures are kept clean and items placed inside the dumpster. Each building is assigned to a dumpster. If the dumpster has your facility number on it, you are the owner. Clean up the loose trash and debris from the dumpster area on a daily basis.

3.19. Ensure the facility is in an orderly and clean condition when the building is vacated for disposal or other reasons. Building manager responsibilities will be terminated when the property is completely vacated by using organization(s) and keys are returned to the Base Civil Engineer Real Property Officer.

3.20. Post PAFBVA 87-1 on the main floor entrance doors to all building, or on an organization bulletin board. These forms must show the building number, building manager's full name, duty phone number, and duty organization, with a note: "IN CASE OF AFTER DUTY HOUR EMERGENCIES, CALL SECURITY FORCES AT EXTENSIONS 4-2800 and 4-2808." Buildings where medical supplies are stored or by those users who are authorized to retain over \$2,000 in the facility will not include building manager information on the door, but show users who are only: "IN CASE OF EMERGENCY CALL THE SECURITY FORCES AT EXTENSIONS 4-2800 or 4-2808."

DAVID L. JOHNSON, Brigadier General, USAF
Commander

Attachment 1**BUILDING MANAGER APPOINTMENT LETTER - SAMPLE FORMAT**

MEMORANDUM FOR: 43 CES/CEOEC

FROM: 43 MSS/MSP

SUBJECT: Assignment of Building Manager

The personnel listed below are assigned the duty of Building Manager for entire applicable buildings.

BLDG NO.	RANK/NAME	OFFICE SYMBOL	HOME PHONE	DUTY
306	Primary 2Lt John D. Doe	MSP	XXX-XXXX	XXXX
306	Alternate 1Lt John E. Doe	MSP	XXX-XXXX	XXXX
310	Primary Mr. Calvin Jones	MSC	XXX-XXXX	XXXX
310	Alternate TSgt John Smith	MSC	XXX-XXXX	XXXX

CLARK L. DOE, Lt Col, USAF
Commander

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